

Scope and Purpose

The following information is intended to inform and educate event organizers, and others of the codes and standards for carnivals, fairs, and festivals. These requirements apply only to outdoor events.

Definition

Carnivals, Fairs, and Festivals: Temporary gathering of 50 or more participants involving one or more of the following activities:

- Exclusive use of facilities such as buildings, parks, streets, parking lots, athletic fields, etc.
- Use of private property where temporary structures i.e.; (stages, grandstands, tents, canopies), and/or demonstration areas or activity participation areas are utilized by the public.
- Closing of private right-of-way.
- Temporary installation of equipment and/or buildings.
- Public safety support based upon Fire Department assessment.

Exception: An event that has been reviewed and processed through the special events committee are not required to complete an application for this particular fire permit. Applicants may need to apply for other associated fire permits. <https://everettwa.gov/195/Special-Events>

Fire Permit Application

The following are required and shall be submitted prior to issuance of the permit:

- Permit Application <https://onlinepermits.everettwa.gov/etrakit/default.aspx>
- Site Plan drawn to scale outlining set up. The plan shall include the following:
 - Set-up of tables, chairs
 - Location of stages
 - Location of generators
 - Location of first aid and/or paramedic area
 - Locations of hot food vendors
 - Emergency exits
 - Location of fire extinguishers
 - Fire department access shall be maintained at all times (for street events: a minimum opening of 20 feet shall be maintained along the entire length of the event area).
 - Location of all tents (tents larger than 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit).
- Open flames used for cooking or decorating.
- Hours of operation.

Permit Fees

Operational Fire Permits for carnivals, fairs, and festivals - <https://www.everettwa.gov/306/Fire-Permits>

Fire Department Access

During large events it is important to maintain access for fire apparatus. This not only includes suppression vehicles, but medical units as well. To insure a safe event all fire code requirements for access shall be enforced.

Access thru the event

- A fire lane of no less than 20 feet in width having an unobstructed vertical clearance of not less than 13 feet 6 inches shall be maintained.
- Fire lanes in excess of 150 feet, with no exit, shall have provisions for turning the apparatus. The radius for the turns shall be approved by the fire department.
- As required by the fire department, signs shall be provided to designate Fire Access / No Parking.
- All existing fire lanes shall be enforced.

Access to Buildings

As required by the fire department, access to buildings openings and walkways shall be provided. The width of the access and walkways shall also be determined by the fire department.

Please note: The access to buildings may vary depending on the building and the venue. Access to the following may not be obstructed:

- All exterior door and openings
- Fire control rooms
- Fire pump rooms
- Parking structures

Access to Water Supplies

All existing requirements for access to fire hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles; 15 feet per side. Any vendors blocking access to water supplies will be relocated immediately.

The access to the following shall not be obstructed:

- Fire hydrants
- Fire department connections
- Post indicator valves
- OS&Y valves
- All Fire Code section pertaining to blocking of hydrants and connections shall be enforced

Vendor Booths

Hot food vendor booths shall be separated from non-hot food vendor booths by no less than 20 feet. A fire break of 12 feet separating booths shall be provided for every seven booths or 700 square feet whichever is more restrictive.

All hot food vendors shall comply with the provisions found within the "Fire Permit – Hot Food Vendors," information handout.

Tents and Temporary Membrane Structures

For information on tents and temporary membrane structures please see, "Fire Permit – Tents and Temporary Membrane Structures".

Fenced Events

This type of event typically takes place in a park or other large open area, the designated area for the event is closed off by temporary fencing.

Minimum Number of Exits

- The number of exits shall be in addition to the main entrance.
 - **Exception:** less than 50 persons
- Two exits shall be provided when the site accommodates 50 or more persons.
- Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons.
- Four exits shall be provided when the site accommodates more than 3,000 persons.

Exit Spacing

Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel. Additional exits shall be added if needed.

Exit Width

Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.

Exit Staffing

Each exit shall have a member of the security staff assigned to it. The security provider shall provide a gate assignment roster upon request.

Exit Sign / Marking

Each emergency exit shall be marked by an approved exit sign that complies with the following:

- Exit signs shall have a white background with contrasting red letters
- Exit signs shall measure 18 x 24 inches
- Sign lettering shall measure 12 inches in height
- Signs shall be placed at the top center of the exit panel